

SELF-SERVICE CENTER

PROCEDURES: WHAT TO DO AFTER YOU HAVE COMPLETED THE “PETITION TO MODIFY PARENTING TIME (“VISITATION”) and CHILD SUPPORT”

1. Complete all the paperwork:

- **“Sensitive Data Sheet”**
- **“Petition to Modify Parenting Time and Child Support”**
- **“Order to Appear.”** Fill the name of Petitioner and Respondent, the Case Number and ATLAS number (if any). Leave the rest of the form blank for the Judge to fill in.
- **“Affidavit Regarding Minor Children.”** Only required **when the children have resided outside the state of Arizona** at some time since the date of the last custody order.
- **“Child Support Worksheet.”** Follow the instructions that tell you how to complete this form. You will also need to refer to the Arizona Child Support Guidelines to complete this form.

2. Make copies and file the papers with the Clerk of the Court: Make **THREE (3) COPIES** of the paperwork you completed: one for you, one for the Judge, and one for the other party. (Note: if DES, the Child Support Enforcement agency of the State is involved, you will need an additional copy of the Petition for that agency.)

Each set should contain the following documents:

Originals for the Clerk of the Court: “Sensitive Data Sheet” “Petition to Modify” “Affidavit Regarding Minor Children” (if applicable) “Child Support Worksheet”	Judge’s Set: “Sensitive Data Sheet” “Petition to Modify” “Affidavit Regarding Minor Children” (if applicable) “Child Support Worksheet” “Order to Appear” (<u>Original and 2 copies</u>) 1 Self-Addressed, Stamped Envelope (to be mailed back to you by the Judge’s staff)
Your Copy: “Sensitive Data Sheet” “Petition to Modify” “Affidavit Regarding Minor Children” (if applicable) “Child Support Worksheet”	Other Party’s Copy: “Sensitive Data Sheet” “Petition to Modify” “Affidavit Regarding Minor Children” (if applicable) “Child Support Worksheet”

Go to the Clerk of the Court with all the documents properly assembled.

Central Court Building
201 West Jefferson, 1st Floor
Phoenix, Arizona 85003

Northwest Court Complex
14264 West Tierra Buena Lane
Surprise, Arizona 85374

Southeast Court Complex
222 East Javelina Drive, 1st Floor
Mesa, Arizona 85210

Northeast Court Complex
18380 North 40th Street
Phoenix, Arizona 85032

The filing fee, as of January 1, 1998, is \$61.00. If you cannot afford the fee, ask for the paperwork on deferring filing fees. You can also get a deferral of the fees for the sheriff to serve the papers, if you qualify. **If this is the first time you have “appeared” in the case, that is, this is the first time you have filed papers in this case, there may be an “appearance fee” as well.**

Hand the original documents and all three sets of copies to the Clerk at the Clerk of the Court’s filing counter (except for the “Order to Appear”). The Clerk will keep the originals and stamp each set of copies and return those to you. These stamped sets are now called “conformed” copies.

3. **After you have filed your documents** with the Clerk of the Court, the Clerk will then direct you to one of the following administrative offices or to the in-box of the Judicial Officer who will hear your case to deliver the “Judge’s Set” (as listed above):

Central Court Building
201 West Jefferson, 6th floor
Phoenix, Arizona 85003
(To Family Court Administration)

Northwest Court Complex
14264 West Tierra Buena Lane
Surprise, Arizona 85374
(To Judge’s in-box)

Southeast Court Complex
222 East Javelina Drive, 1st floor
Mesa, Arizona 85210
(To Court Administration)

Northeast Court Complex
18380 North 40th Street
Phoenix, Arizona 85032
(To Judge’s in-box)

- Make sure you include a self-addressed envelope with enough postage so the **“Order to Appear”** may be mailed to you.
- If the Judge decided to hear your case, the staff will return to you the **original** and two **(2) copies** of the **“Order to Appear”** listing the date, time, and location of your hearing.
- **Wait to hear back from the Judge about your court hearing:** Wait two weeks and if you not received the completed Order to Appear or any other document from the Judge, contact Family Court Administration at (602) 506-1561.

4. **Serve the papers on the other party:** If the Judge decided to set a hearing, you must arrange for service (delivery by a court-approved method) of the following papers on the other party:

- A copy of the **“Sensitive Data Sheet.”**
- A copy of the **“Petition to Modify Parenting Time and Child Support.”**
- A copy of the **“Order to Appear”** (signed by the Judge).
- A copy of your **“Child Support Worksheet.”**
- A copy of the **“Affidavit Regarding Minor Children”** (if required, as explained in #1, above)

The papers may be delivered by the Sheriff’s Department, by a licensed private process server, or by one of the other methods described in the “SERVICE” packet available for purchase from the Self-Service Center or downloaded for free from the Court’s web site at: www.superiorcourt.maricopa.gov/ssc/forms/fc_group_20.asp

Serving papers on the State: If one of the parties is using the child support enforcement services of DES, the Department of Economic Security, notice **must** be given to that office. Mail a copy of the **“Petition to Modify Support”** and of the **“Parents Worksheet”** to:

Division of Child Support Enforcement
ATTN: Modifications, Maricopa County
P.O. Box 40458
Phoenix, AZ 85067

5. **Go to the court hearing and bring the Court Order papers. (packet 3):** Be sure to write down the date, time and place of the court hearing, and go to the hearing. Be on time. Dress neatly. Be prepared to present your evidence about why the Judge should order the change you requested. **Do not** bring children to court.